

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Department of Health Services, Behavioral Health Services, Policy and Procedural Manual;
SP-001-BHS-BHS.

2. **Date of the publication of the substantive policy statement and the effective date of the policy statement if different from the publication date:**

2.57	RBHA Quarterly Provider Network Status Report	01/01/01
2.58	RBHA Annual Provider Network Evaluation and RBHA Annual Provider Network Sufficiency Plan	01/01/01

3. **Summary of the contents of the substantive policy statement:**

The Policy and Procedure Manual is a compilation of policies and procedures that have been developed to establish standards for the management of the Regional Behavioral Health Authorities (RBHAs) that have contracts with the Department of Health Services/Behavioral Health Services to provide behavioral health services to residents of Arizona.

The policies and procedures are organized into two chapters: Program Services and Administrative and Program Support Services. The following is a list along with a brief description of each new substantive policy being added to the manual:

Administrative and Program Support Services - Chapter 2

2.57 RBHA Quarterly Provider Network Status Report

To analyze, quarterly, the status of the network of services to determine if there are material gaps in services and to detail the plan to address the gaps.

2.58 RBHA Annual Provider Network Evaluation and
RBHA Annual Provider Network Sufficiency Plan

To establish a comprehensive process to evaluate the adequacy of the provider network and to ensure that a plan is developed to address insufficiencies in the provider network.

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(Continued)

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new substantive policy statement, and will be added to the Policy and Procedure Manual which was previously noticed at 1 A.A.R. 2164, October 27, 1995, and 6 A.A.R. 1682, May 5, 2000.

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Theresa Littler
Address: Department of Health Services
Behavioral Health Services
2122 East Highland
Phoenix, AZ 85016

Telephone Number: (602) 381-8999

6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Information about or a copy of the statement can be requested from the above address or telephone number. Payment is based on the number of pages at a cost of 25 cents per page payable upon receipt. The check or money order should be made payable to the Arizona Department of Health Services.